

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON 25, D. C.

SCIENTIFIC ADVISORY BOARD  
GENERAL BOARD MEETING  
HQ. STRATEGIC AIR COMMAND  
OFFUTT AFB, NEBRASKA  
24-25 OCTOBER 1963

GENERAL INFORMATION

A. REGISTRATION: Conferees will register at the entrance to the SAC Theatre at Offutt AFB on the morning of 24 October 1963. An information desk will be maintained at the Town House in Omaha on 23 October to answer questions upon your arrival.

B. <u>MEETINGS</u> :	<u>PLACE</u>	<u>DATE</u>	<u>TIME</u>
1. General Board	SAC Theatre	24 Oct	0900-1715
	Hq Building	25 Oct	0900-1700
2. Executive Committee	Conf. Rm 2A8 Hq Building	26 Oct	0900-1200

C. SECURITY:

1. Access to the Hq SAC Building is restricted and requires a special badge. These badges and identifying name tags will be distributed at the time of registration. Access to the Hq Building other than the theatre and immediate adjacent areas will require an escort.

2. Since proceedings of the General Board meeting may touch on subjects classified through TOP SECRET, a clearance at this level is required for attendance at the meeting. Security information for Board members is on file with the Secretariat; invited guests should indicate level of clearance held in the appropriate space on the travel questionnaire.

D. QUARTERS INFORMATION:

1. ON BASE

(a) The Offutt Inn is located on base close to the Officers' Club and SAC Headquarters. Because of the limited number of rooms available, these quarters will be reserved for members of the Executive Committee and other VIP guests.

(b) There are no other VIP type quarters available on base; however, there may be a very limited number of standard visiting Officers' Quarters. Requests for reservations should be addressed to the Billeting Officer, Offutt AFB, Nebraska.

(c) Requests for on base housing for air crews should be addressed to the Billeting Office, Offutt AFB, Nebraska.

2. OFF BASE

(a) The Town House (a Motor Hotel in Omaha approximately 19 miles from Offutt) has agreed to reserve sufficient rooms to accommodate the bulk of the conferees. A rate of \$8 per day single, and \$11 per day double occupancy will be standard. Unusual requirements such as for suites should be arranged directly with the hotel.

(b) The attached postage paid reservation card should be mailed to the Town House. Members and guests are reminded to advise the hotel directly of any change in plans with regard to arrival date, time, or cancellation to avoid being billed for reservations not used.

E. TRANSPORTATION:

1. Transportation between the Town House and Hq SAC will be provided by bus and staff car.

2. Military flights arriving at Offutt AFB will be met and transportation to Hq SAC/Offutt Inn or the Town House will be provided.

3. Insofar as possible, arrivals by commercial air will be met and transportation to the hotel will be provided. Taxicabs or limousine service to the hotel may be used on a reimbursable basis.

F. SAB OFFICE:

An SAB Secretariat office will be located as close as possible to the SAC Theatre to handle transportation requirements, telephone messages, typing assistance, classified storage, etc.

G. RECEPTION:

(Informal) Cocktails and hors d'oeuvres will be served from 1800-1930 on 24 October in the Offutt Officers' Club. (Transportation to the Town House will be provided following this event.)

H. TOUR OF SAC FACILITIES:

Because of the full schedule of presentations on 24-25 October, no time is available for tour until Friday the 25th at the close of business. If there is sufficient interest, a short tour may be arranged at this time. Please check the SAB Bulletin Board for an announcement.

USAF SCIENTIFIC ADVISORY BOARD  
GENERAL BOARD MEETING  
HEADQUARTERS, STRATEGIC AIR COMMAND  
OFFUTT AIR FORCE BASE  
OMAHA, NEBRASKA

24-25 October 1963

ATTENDANCE

1. I (do), (do not) plan to attend the General Board Meeting. If you plan to attend, please read and accomplish the following:

TRAVEL QUESTIONNAIRE

1. Name (Please Print) \_\_\_\_\_
2. Title or Rank \_\_\_\_\_ 3. Security Clearance \_\_\_\_\_
4. Organization or Affiliation(Complete) \_\_\_\_\_
5. For Commercial Air Arrivals and Departures
  - (a) Arrival  
\_\_\_\_\_ October at \_\_\_\_\_ Flight No. \_\_\_\_\_  
(Date) (Time)
  - (b) Departure  
\_\_\_\_\_ October at \_\_\_\_\_ Flight No. \_\_\_\_\_  
(Date) (Time)
6. For Military Air Arrivals and Departures
  - (a) Arrivals  
Aircraft No. \_\_\_\_\_ Type \_\_\_\_\_ Date \_\_\_\_\_ ETA \_\_\_\_\_
  - (b) Departure  
Date \_\_\_\_\_ Time \_\_\_\_\_
7. Other modes of travel  
\_\_\_\_\_ October at \_\_\_\_\_ Mode \_\_\_\_\_  
(Date) (Time)

\_\_\_\_\_  
(Signature)

Please mail questionnaire to the Secretariat  
in the enclosed self-addressed envelope.